



## JOB VACANCY ANNOUNCEMENT No. 09-02

**OPEN TO:** All Interested Candidates

**POSITION:** **AID Project Management Specialist (Health), FSN-4005-10**  
Ordinary Resident (OR)\*  
(Starting grade to be determined based on the qualifications of the candidate)

**OPENING DATE:** May 15, 2009

**CLOSING DATE:** June 5, 2009

**WORK HOURS:** Full-time, 40 hrs. /week

**IMPORTANT NOTE:** ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

*The USAID/Albania office is seeking an individual for the position of a Project Management Specialist (Health) in its General Development Office.*

### BASIC FUNCTION OF POSITION:

The Project Management Specialist (Health) position is located in the USAID/Albania General Development Office, under the supervision of a higher-graded Project Management Specialist and Health Team Leader, and under the general supervision of the Mission General Development Officer. The primary focus of this position is on assigned health issues, working with a variety of local and national health institutions, non-government organizations, and local counterpart organizations. In addition, the incumbent works closely with USAID-funded program/project staffs, and with other USAID staff on cross-cutting activities as required.

A copy of the complete position description listing all duties and responsibilities is available in the USAID/ HR Office located at American Embassy, NOX, 2<sup>nd</sup> floor. Contact Lori Pikuli at Ext. 3183.

**QUALIFICATIONS REQUIRED:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Completion of education resulting in an undergraduate degree, or the host country equivalent in a field relevant to the Health field, Public Health, or a closely related field is required. Possession of an advanced degree is desirable.
2. **EXPERIENCE:** Three to five years of professional-level experience working in a health-sector related field. Experience with public health and/or reproductive health-based NGOs or other government, non-government, and/or international partners is desirable.
3. **LANGUAGE:** Level IV English (fluent) and Albanian oral and written ability is required, in order to analyze and draft written documentation and formal communications, and to work with counterpart organizations at all levels.
4. **ABILITIES:** Good communication skills, in order to explain and interpret host-country attitudes, priorities, and concerns to USAID officials, and to develop sustainable working relations and a high level of trust with different working-level officials of the GoA, with public/private organizations, such as primary USAID technical contacts in the area of health and anti-trafficking. Good organizational skills are desired, in order to help implement effective program/project execution. Administration skills are required to help in the performance monitoring of technical consultants and/or institutional contractors. Good written communication skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers and to comment on work plans and reports. The ability to work effectively in a multicultural Team Environment.
5. **COMPUTER SKILLS:** Good computer skills, and the ability to use different programs for data interpretation, compliance, and analyses, are required.

**Note:** Unless you meet all specified requirements you will not be considered.

**SELECTION PROCESS:** It is essential that the candidate specifically address the required qualifications above in the application.

### ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. The selected candidate will be required to undergo both a Medical and Security Clearance prior to employment.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

USAID/ American Embassy

Human Resources Office

E-mail: [lpikuli@usaid.gov](mailto:lpikuli@usaid.gov)

Telephone: (355) (4) 2247-285 Ext. 3183

Fax: (355) (4) 2233-520

*(Faxed and e-mailed applications are also accepted).* **Only applications received in the USAID/HR Office before the closing date of this job announcement will be considered.**

**DEFINITIONS:**

**Ordinary Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: 06/05/2009**

USAID provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**APPROVED: Acting MD/ JBRANNAMAN**

**CLEARED: EXO/ WCHANSEN; GDO: SHUFF**

**DRAFTED: HR/ LPIKULI**